



STATE OF CALIFORNIA

DEPARTMENT OF DEVELOPMENTAL SERVICES

## JOB OPPORTUNITY BULLETIN: STAFF SERVICES ANALYST (GENERAL)

<b>SALARY RANGE</b>	<b>Salary Ranges A: \$2,817 - \$3,529 per month</b> <b>B: \$3,050 - \$3,819 per month</b> <b>C: \$3,658 - \$4,579 per month</b> <small>*Starting Salary applies to those first entering State Service. Maximum salary is typically for State Employees who meet the criteria for Annual Merit Salary adjustments in increments of 5% until the maximum salary is attained.</small>
<b>TENURE/TIME BASE</b>	<b>Permanent / Full-Time</b>
<b>PROGRAM/DEPARTMENT</b>	<b>Various / Various</b>
<b>FINAL FILING DATE</b>	<b>June 5, 2014</b>

### **DESCRIPTION OF DUTIES:**

Sonoma Developmental Center has an opening for a Staff Services Analyst. Under general supervision, the analyst gathers, tabulates, and analyzes data; is responsible for creating, analyzing, amending, maintaining, and coordinating various reports, graphs, and proposals; possess a high degree of technical knowledge and exceptional organizational skills. The Analyst completes documents including legal, administrative, and budgetary assuring timely completion of in-house and departmental approvals and distribution; may provide budget and personnel information to management to make recommendations on procedures, policies, and program alternatives along with the potential impacts; administrates monthly meeting agendas and chronicles meeting minutes; works in teams to consult, review, analyze, and summarize team meetings and future projects; prepares monthly reports that address incidences, patterns, trends and process for improvements; meets with managers to discuss the findings; creates reports using computer programs (word processing, spreadsheets, database, etc.); enters data and maintains database integrity; assists in surveys and plan of correction processes.

### **WHO MAY APPLY \*\*\*\*PLEASE PROVIDE A COPY OF YOUR DEGREE OR TRANSCRIPTS\*\*\*\***

Applicants must possess Civil Service Eligibility and meet the minimum qualifications of this classification to be qualified. Eligibility may consist of one of the following: list eligibility, lateral transfer or reinstatement to state service. Applicants must indicate their eligible status on the title section of the Employment Application (STD-678). For more information, please visit the California Department of Human Resources website at [www.calhr.ca.gov](http://www.calhr.ca.gov). The STD-678 may also be obtained by visiting the Human Resources Office at Sonoma Developmental Center, other state agency human resources offices, or may be downloaded from the California Department of Human Resources website. Please mail or hand-deliver your application to the address indicated below. Applications will be reviewed and only the most qualified applicants will receive a selection interview. Appointments may be subject to Departmental Restriction of Appointment (DROA), State Restriction of Appointment (SROA), Surplus and Re-employment List procedures, pre-employment physical, drug screening and fingerprint clearances.

Applications will be screened and only the most qualified may be scheduled for an interview.

*Applications must be received no later than close of business of the final filing date (5:00 p.m.) unless specified. Applications postmarked, personally delivered or received via interoffice mail after the final filing date will not be accepted. Faxed applications, applications submitted electronically, without a signature/current date, incomplete applications and resumes not accompanied by official STD-678 will not be accepted.*

### **PLEASE SEND YOUR COMPLETED STATE APPLICATION (STD-678) TO THE FOLLOWING ADDRESS:**

Sonoma Developmental Center  
Porter Administration Building (PAB)  
Human Resources Examination Unit – Room 124  
P.O. Box 1493 / 15000 Arnold Drive  
Eldridge, CA 95431  
(707) 938-6705 Contact Cari Paganini for questions specific to duties of the position only.  
Eligibility will be determined by the selection analyst in the Human Resources Department.

SONOMA DEVELOPMENTAL CENTER IS AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.